

APPENDIX G

Report Reviewing Checklist

The Report Reviewing Checklist is used to ensure the adequacy of cultural resource reports submitted to HPT. The Checklist is a compilation of the ASM Reporting Standards, the Arizona State Historic Preservation Administrative Procedures, and the Guidelines for Report Production Standards for ADOT Consultants.

Report Reviewing Checklist

General Notes

- ☐ Use "cultural resources" instead of "archaeological"
- ☐ Use "historic property" as appropriate according to NHPA
- ☐ Omit the term "clearance"

Cover

- ☐ Title (if the report is a revision, include the term "revised" at the end of the title)
- ☐ ADOT project number
- ☐ TRACS number
- ☐ Route number
- ☐ Milepost limits (Beginning and Ending)
- ☐ Author
- ☐ Client (if appropriate)
- ☐ Date (if the document is a revision, give both the original and revision date)
- ☐ Submitted by

Abstract

- ☐ Report Title
- ☐ Report Date
- ☐ ADOT Project Name
- ☐ ADOT Project number
- ☐ TRACS number
- ☐ Agency (name of lead federal /state, local government that requires inventory; list other agencies with jurisdiction over all or part of the undertaking, funding and permitting entities)
- ☐ Land owner/manager (stipulate whether the land is ADOT-owned [when the roadway crosses private land] or ADOT-easement [across other agency or tribal land])
- ☐ Project Funding
- ☐ Permit Numbers, if applicable
- ☐ Project Description (describe undertaking and funding agency)
- ☐ Location (Highway; mileposts; USGS, Baseline and Meridian, Township, Range, Section, County, and nearest City)
- ☐ Acreage by landowner (total surveyed, portion unsurveyed)
- ☐ Number of sites (newly recorded and previously recorded broken out)
- ☐ Eligible properties (archaeology: site number; building: property name and address; National and/or Arizona Register criterion)
- ☐ Ineligible sites
- ☐ Recommendations:
 - ☐ – assessment of direct and indirect effects
 - ☐ – recommendations for avoidance, mitigation, or other treatment
- ☐ Paragraph describing action to take in the event that previously unidentified remains are encountered

Introduction and Background

- ☐ Sponsor
- ☐ General location (city, county, Route, MP, UTM, USGS, Baseline and Meridian, Township, Range, Section)
- ☐ Brief project description
- ☐ Brief description of the project area
- ☐ Project dimensions, including ROW widths, new ROW
- ☐ Acres by landowner
- ☐ Funding
- ☐ Identify ADOT-owned versus ADOT-easement/right-of-way
- ☐ Description of Federal involvement

- ☐ ASLD new ROW application number if appropriate
- ☐ Permit numbers
- ☐ Description of undertaking/planned action
- ☐ Area of potential effect

Environment

- ☐ Setting
- ☐ Ground visibility
- ☐ Condition of land, describe disturbance
- ☐ If Paleoindian or Archaic sites are identified, this section should be expanded
- ☐ Built environment (brief description of building or development surrounding project area)
- ☐ Photographs of historic sites, structures, features outside of ROW

Context

Culture History

- ☐ Discussion of prehistory and history (if sites are present)

Previous Research

- ☐ Examination of repository records including AZSITE, ADOT, As-builts, ASM, ASU, SHPO, GLO plats from BLM, NF, MNA, Sanborn etc., as appropriate
(For linear surveys conduct research for 1/2 mile either side of corridor; for block surveys conduct research for 1 mile radius outside of the parcel)
- ☐ Summary of past work in the project area (table is appropriate)
- ☐ Summary of survey results (table is appropriate)

Survey Results

Survey Methodology

- ☐ Personnel
- ☐ Dates of field work
- ☐ Transect interval and location
- ☐ ROW delineation
- ☐ Areas omitted and surveyed using transects wider than 20 meters, and why
- ☐ Describe types of surface and subsurface impacts (direct and indirect)

Historic Property Information

- ☐ ASM site number (and others where appropriate, lead agency number takes precedence)
- ☐ Location (route, milepost, station marker)
- ☐ Legal location (USGS Quad, T R S ¼s, UTM)
- ☐ Land status
- ☐ Elevation
- ☐ Setting (topography, vegetation)
- ☐ Site dimensions (size, area, inside and out of ROW, how boundary defined)
- ☐ Cultural affiliation/dates
- ☐ Describe features
- ☐ Estimate of total number of artifacts on surface, density and diversity
- ☐ Temporal and cultural indicators
- ☐ Probable depth (potential to contain buried cultural and human remains)
- ☐ Condition (ground disturbance)
- ☐ Integrity (according to Bulletin 15)
- ☐ Eligibility recommendations according to the NRHP criteria
- ☐ Treatment recommendations (if need testing/data recovery, be specific about why)
- ☐ Effects of proposed project

Isolated Occurrences (table preferred)

- ☐ Identification and location of IOs, non-site artifact scatters, roadside memorials
- ☐ Number, content, and distribution; age and affiliation (if known)

Summary and Recommendations

- ☐ Summary of project details (sponsor, undertaking, survey results, etc.)
- ☐ Summary of recommendations for site eligibility
- ☐ General recommendations (site avoidance, testing, data recovery, monitoring)
- ☐ Statement on unanticipated discovery:

"If previously unidentified cultural resources are encountered during activity related to the construction of the project, the contractor shall stop work immediately at that location and shall take all reasonable steps to secure the preservation of those resources. The Engineer will contact the ADOT Environmental Planning Group, Historic Preservation Team at 602.712.XXXX, immediately and make arrangements for the proper treatment of those resources."

☐ **Bibliography (American Antiquity Format)**

Management Summary Table (if there are more than 3 sites)

- ☐ ASM site number
- ☐ Site Type
- ☐ Newly or previously recorded
- ☐ Inside or out of the ROW
- ☐ MP
- ☐ Map reference
- ☐ T R S
- ☐ Ownership
- ☐ Features/Content
- ☐ Age and affiliation
- ☐ Eligibility recommendation and criterion
- ☐ Recommendations for additional work if necessary

Graphics

Project area USGS Topo map showing:

- ☐ Site boundaries with ASM numbers
- ☐ IOs
- ☐ Previous sites (include previous surveys only if land management agency requires)
- ☐ Area of potential effect/project area
- ☐ Survey area if different to APE
- ☐ Locations of project elements (e.g. access road, construction staging)
- ☐ Add 4 points with UTM coords within map corners
- ☐ Land ownership (ASLD, BLM, NF, etc.) if more than one
- ☐ North arrow
- ☐ Scale
- ☐ Key
- ☐ Caption: Must include quad name, township, range, section

Plan drawings of sites showing:

- ☐ Site boundary
- ☐ Property and project boundaries
- ☐ Land ownership
- ☐ Cultural features and artifact concentrations as discussed in text
- ☐ Datum relationship to roadway
- ☐ Rights-of-way boundary or fence
- ☐ Areas of disturbance and proposed impacts
- ☐ Other distinguishing landmarks including milepost and station numbers